

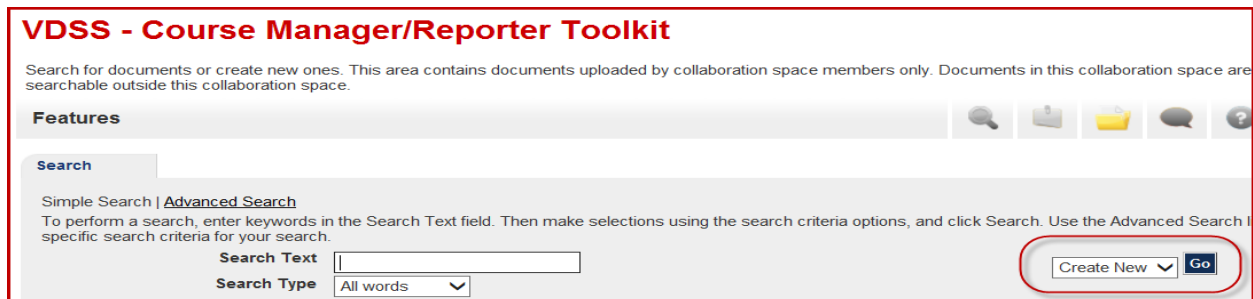
Adding a document to a collaborative space

Step 1: Go to the collaborative space in question and access item

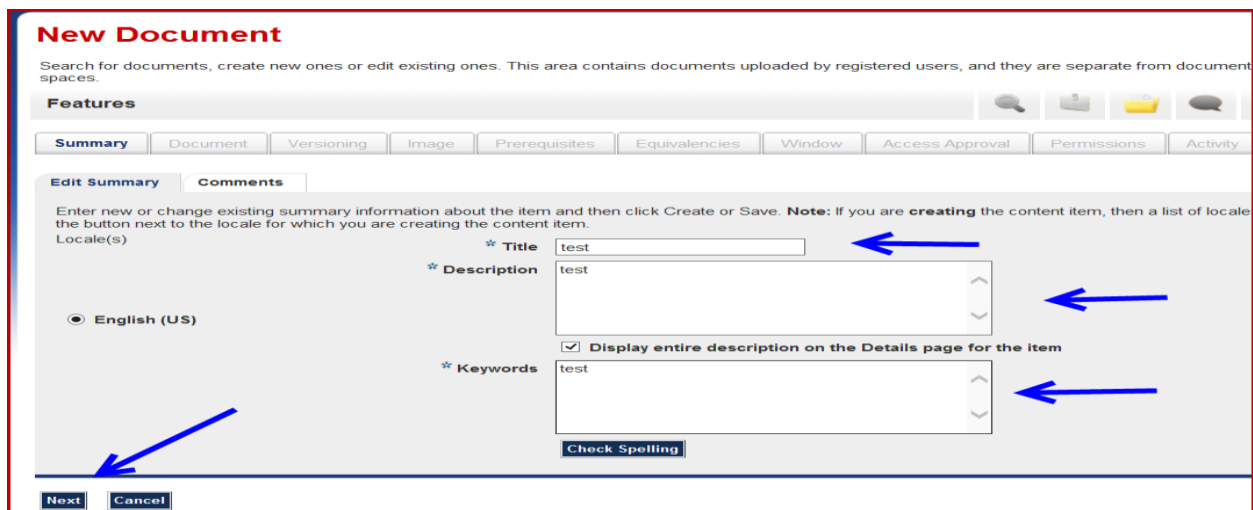


Step 2: Click on Documents

Step 3: Click on go beside Create New



Step 4: Fill in information and click next



Step 5: Click the document you are trying to load and then click create

New Document

Search for documents, create new ones or edit existing ones. This area contains documents uploaded by request spaces.

Features

Summary	Document	Versioning	Image	Prerequisites	Equivalencies	Window
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Edit Document

Comments

Select an option. For File Name, click Browse (the "Choose file" window opens) and locate the document. If already selected, it is displayed next to "Current Document."

Document Type ☒ File ☐ Enter URL

Select File

Browse...

Enter URL

Create

Back

Cancel